



North Slope Borough School District

Vacancy Information

Location/Site: Posted

District-wide – All Sites

Date: 09.24.2025

Closing Date: N/A

This position may be required to complete a pre-employment physical examination and drug screening.

Job Description Information

Position:	Counselor-Certified Long Term Substitute	Supervisory:	No
Reports to:	Principal	Safety Sensitive:	No
Classification:	Certified	Grade Minimum:	\$64,723 - \$91,983
Range:	B – M+36	Village Stipend:	
Work Year:	Varies	FLSA Exempt:	Yes

Revised 03/25

Summary or Purpose

Under the direction of the school principal and/or assistant principal, the teacher is responsible for the implementation of research-based instructional strategies that direct the learning process and achievement of assigned students by developing, nurturing, and sustaining a school and classroom culture conducive to student learning.

All instruction provided for students will be individualized. This means that differences in individual learning style, rate of learning, level of maturation, and level of achievement will provide the basis for instructional decision-making. To respond to these differences, it is expected that teachers will vary materials, rate of instruction, and methodology and these modifications will be based upon frequent assessment.

Minimum Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s Degree in Education required; Master’s Degree preferred.
- A person with a Bachelor’s Degree may bring in six (6) years of experience
- A person with a Master’s Degree may bring in eight (8) years of experience
- Alaska Teacher Certificate required.
- Class C required
- Three years of experience in education preferred.
- Inupiaq, Language, History & Culture experience preferred.

Essential Duties and Responsibilities

Maintain competency in subject matter areas of certification and assignment. There are instances where teachers are assigned to teach subjects outside of their area of preparation and training will be provided as needed.

Employ appropriate methods of assessment to identify student proficiency levels and subsequently plan short and long-range programs designed to accommodate those identified needs using student achievement data, both formative and summative, to determine effectiveness of instructional strategies.

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NSBSD JOB DESCRIPTION

Counselor - Certified Long Term Substitute

Strive for harmonious and cooperative interpersonal relationships with students, parents, supervisors, administrators, staff, and community members. Required elements in interpersonal skills include flexibility, openness, warmth, genuineness, supportiveness, ability to listen, acceptance of constructive criticism, and cooperativeness.

Promote and support School District Goals as defined in the Board of Education Strategic Plan.

Participate in the activities of educational committees and organizations for the benefit of personal growth and the general promotion of the profession.

Develop an awareness of local culture and provide instruction that is bicultural or multicultural by responding to diverse community interests and needs.

Use Rubicon Atlas to complete requirements for culture-based unit development per annual expectations.

Supervise and train instructional paraprofessional in providing services to students as needed. Abide by the code of ethics and the professional teaching standards adopted by the Professional Teaching Practice Commission of the State.

Write and submit weekly lesson plans to Principal and maintain digital copies throughout the year.

Adhere to all District policies and regulations.

Perform such other tasks and assume other responsibilities as the supervisor may assign.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually moderate.

This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.

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